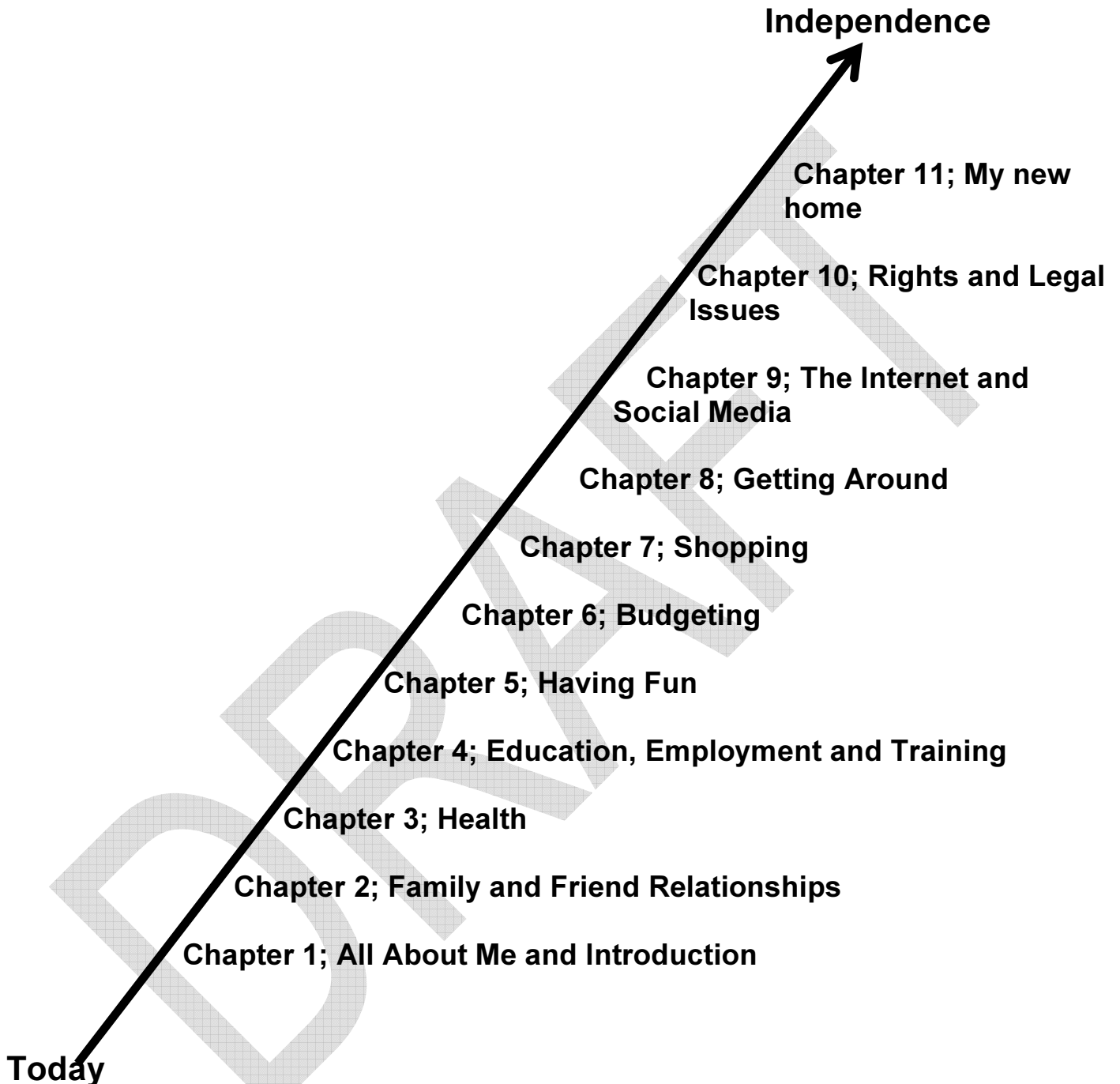


My Independence Plan

Contents;



Completing this booklet will help you and your social worker/personal advisor to complete your pathway plan.

Your pathway plan will cover the support you will need to help you become independent when you are ready.

Chapter 1; All About Me and Introduction

All about you

My details

Name;

Nickname or other names that you prefer to be called;

Address;

Contact telephone numbers; Mobile _____ Home _____

Other _____

Date of birth; _____ Age; _____

How many addresses have you lived at over the past 5 years? _____

Are you on; A Care Order _____ Accommodated _____ Other _____

Do you have your National Insurance (NI) number yet? _____ If yes, can you write it down _____

Do you have a passport? _____ Do you know where it is? _____

Have you got your birth certificate? _____ If not, do you know where it is? _____

Do you have a disability? _____ If yes, can you say what it is? _____

How good are you at reading and writing? Not very good _____ Okay _____ Good _____ Very good _____

My culture and religion;

Are you religious? Yes No If yes, what religion are you? _____

Are you aware of your cultural background? Yes No

Do you have any religious or cultural needs that need to be taken into account now or in the future? If so, what are these?

Do you have any personal needs that relate directly to your culture, such as help with skin care, hair care or diet? If so, what are these?

Do you have any hobbies or things you enjoy to do?

If yes, what are these?

What are you looking forward to most about becoming independent?

What are you most worried about?

What can you do to get over this worry?

Identity

Identity is a really important area of your life because if you know who you are, where you've come from and where you're going then you can tackle what life throws at you and your life makes sense.

Go through these activities with your personal advisor or someone you trust.

5 things that make me individual	5 things that make me part of a social/family group
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Moving out can be really nerve wracking, but it's also really exciting! This booklet is for you to go through and record your independence building. It also gives useful hints and tips that you can look back on after you have started to live independently.

All the words in **bold** are in the key words section at the back of this booklet.

Chapter 2; Family and Friend Relationships

Throughout your life, it's really important that you keep good relations with your family and friends as these are the people that will support you and guide you over your lifetime.

Helpful people

It's good to write down who is around to support you. Make circles around the big circle below to represent your *family/Fill in the shapes below with family, friends and other people who are close to you. You don't have to fill them all in and can add more if you need.



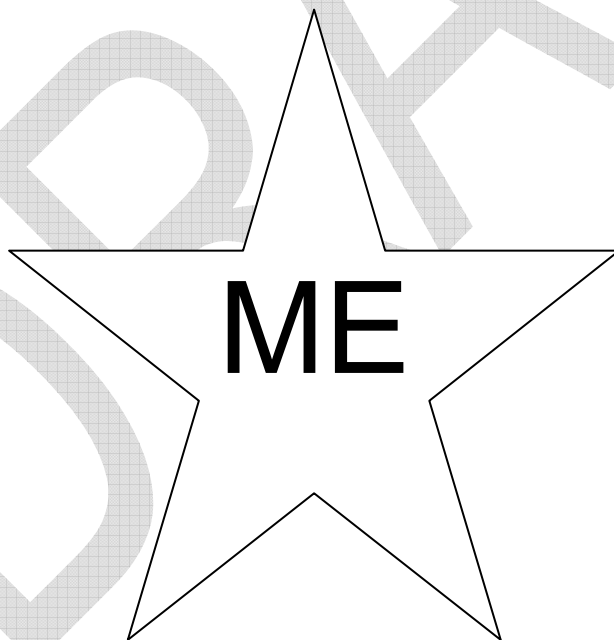
= Close family/good friend



= Other family/friends



= Unreliable family/friend



Loneliness

When you move out, there will be times when you feel a bit strange because you don't have as many people around you as you might be used to. This loneliness is normal, so what would you do to get over it?

Invite people you can trust to come round for tea/ a cuppa _____

Have a party and invite all your mates _____

Get involved in a sports team/social group to make friends _____

Go out for a walk _____

Ring someone for a chat _____

Tell your Personal Advisor and ask for their advice _____

Something else...

Neighbours and resolving disagreements

When you move into your new **accommodation**, you could have neighbours either side, above and below you. This means it's really important that you do everything you can to be a good tenant and not annoy the neighbours! Here are some scenarios that could happen, give them a read and write down what you would do;

You're having a party with some friends at your new flat, things start off really fun with lots of music, laughs and drinks. It gets to 1am, and the music has got a bit louder, your friends have got rowdier and there have been a few near misses with spilling drinks. It gets to 3am and the party is still going. There's a knock at the door and your neighbour has come round to ask you to be quiet. What do you do? Write down or chat through your answer.

You've decided to go for a walk into town for some fresh air, and you see your mates who were round last night. They keep coming round to see you, but end up eating all your food and using all your tea bags. You can't afford to keep replacing everything every time they come round, but they've asked if they can come up later. What do you do? Write down or chat through your answer.

Chapter 3; My Health

This is for you to fill in your health details. Fill this in with the help of your Social Worker or Personal Assistant.

NHS Number

****Your NHS number is really important, you need it if you want to apply for jobs so make sure you keep it safe. ****

Vaccination History

Date	Vaccination name	Next date

Medical History

Are you on any medication? Y/N

If you are, what medication are you on?

Do you have any allergies? Y/N

If you do, what are these allergies?

Have you had any surgery? Y/N

If yes, please can you fill in the table below with details

Date	Surgery type

My Health Professionals;

My doctor or GP is _____ and is from _____ surgery. The telephone number is _____.

My dentist is _____ and is from _____ dental practice. The telephone number is _____.

My optician is _____ and is from _____ opticians. The telephone number is _____.

If you have any other specialists or health professionals you would like to include add them in below;

Name; _____ Role; _____
Telephone number; _____

Name; _____ Role; _____
Telephone number; _____

Name; _____ Role; _____
Telephone number; _____

Name; _____ Role; _____
Telephone number; _____

My next appointment is;

Date; ___ / ___ / _____ Address; _____

Time ; _____

Tips;

1. When you move house, tell the NHS your new address. This will mean that you're appointments and letters will be sent to the right place.
2. Know when your next appointment is. Write a reminder in your phone to make sure you don't forget.
3. For health advice, visit www.nhs.uk and use the search box or www.teenagehealthfreak.com
4. Your first port of call for a minor illness or injury should be your local pharmacist. They are able to give great advice about various topics such a smoking.
5. Your local Walk In Health centres are also really useful for minor illnesses or injuries and can be found on this site <http://www.nhs.uk/Services/GP/Overview/DefaultView.aspx?38481>
6. Add a contact in your phone named ICE (In Case of Emergency) and add the number of the person you would want to be called in an emergency.
7. For sexual health advice read the [Sexual Health Guide for Young People in Shropshire](#)

Helpful telephone numbers;

LAC Nurse for young people – 07582200352

The Samaritans – 08457 90 90 90

Childline- 0800 1111

Talk to Frank (drugs helpline) – 0800 77 66 00

When you finish year 11, there are a number of options that you can look into for your future. Some people continue into further education (A Levels, BTEC's, Diploma's) some get a job and some choose to do specific training or an apprenticeship. This section aims to explain those three options, and give you the opportunity to choose which one might be right for you.

Full - Time Education;

If you are interested in studying further after your GCSE's, you are able to do this either at your school's 6th form (if they have one) or at a local college. It's important to weigh up the pros and cons of each option, so you make the right choice. Fill in the following table with your support worker, thinking about what you might want to study and where the best place is to do that.

	Pros	Cons
6th Form		
College		

Visiting local colleges and 6th forms is really important for you to get a feel of what it might be like to study there. Ask your teacher when these visits are happening and try to go along – this will help with choosing which one you want to go to. **Good study habits** are important to get into, especially if you want to carry on studying after year 11.

Visit <http://www.bbc.co.uk/bitesize/> for help with your GCSE studying and <http://www.bbc.co.uk/skillswise> for year 12+.

To get support and advice from the LAC Education team, call 01743 250124 or email lac.team@shropshire.gov.uk

Continuing in Education and Training

What money you're entitled to;

The 16+ team can support you with living and care related costs if you are in education and training as part of your pathway plan.

16 – 19 entitlements

Young people leaving care are entitled to a number of bursaries/grants if they stay in full time education after 16. The National Care Advisory Service website gives good explanations of what you are entitled to and these can be found on this [link](#).

In short, if you're 16 – 19 and staying in full time education, you are entitled to a guaranteed bursary of £1,200. Get in touch with your school or college to find out how to claim the bursary. You can get advice on this from your student support service, tutor or at www.direct.gov.uk/16-19bursary.

19+ entitlements

Do you think you would like to go to university? Yes ___ No ___

University is a great opportunity for you to learn more, meet new people, and become even more independent. Some people choose to live away from their home town to study, and others choose to stay in their local area, it's totally up to you!

If you do move away, arrangements will be made for suitable accommodation for you if you choose to return to Shropshire in your holidays whether this is with previous carers or other accommodation.

If you go on to University you are entitled to a £2,000 Higher Education Bursary which is paid for by Shropshire Council. Each Local Authority will have different guidance on this so it's important you check with your local authority.

You are also entitled to the maximum amount of maintenance grant through student finance which is non-repayable. This can be topped up with a loan from student finance but you will not be the maximum as you already have the grant. To find out more about student finance visit <https://www.gov.uk/student-finance/overview>, ring 08453005090 or text 08456044434.

Up to the age of 25, if you decide to go back into full time education, you are entitled to support from a personal advisor whilst you are on your course (if the course has been agreed in your pathway plan.)

For help and guidance relating to your financial entitlements, speak to your Personal Advisor or Social Worker.

Useful websites for finding out more about Further Education;

Training;

Further education might not be for you, but training or work based learning might be.

Work based learning gives you work experience and qualifications so you can improve your chances of getting a job.

There are two types of apprenticeships; Employer – Led and Programme Led.

Employer – led apprenticeships offer regular, full – time employment and include being paid a wage.

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Programme – led apprenticeships offer the chance to develop work – related skills through off the job training or by getting experience in a non-employed placement. These apprenticeships are not paid, but you may be eligible for a bursary to help with your living costs. *****

Do you know what an apprenticeship is? _____

Do you want to know more about apprenticeships? _____

Do you know how to find and apply for an apprenticeship? _____

Visit www.apprenticeships.org.uk to find out about the types of apprenticeships available, from business administration to agriculture and animal care!

If you want to find out more about apprenticeships in Shropshire, visit www.shropshire.gov.uk/countytraining.nsf or call 01743255191.

Employment;

If you know what you want to do and feel you have the skills to get a job in that area, then employment may be for you when you finish your GCSE’s. www.shropshireyouth.com has lots of helpful hints and tips about job hunting.

How to find a job – fill in the table below when you have completed each stage.

Task	Completed? Yes/No
Speak to your Personal Advisor or someone you trust at school about what kind of work you want to do.	
Get help from your Personal Advisor to write/update or CV (a CV outline can be found on the Shropshire Youth website under ‘looking for jobs’).	
Start looking at vacancies in; <ul style="list-style-type: none"> - The Shropshire Star - www.shropshireyouth.com - www.monster.co.uk and other job search sites 	
Once you find a job you want to apply for, follow the instructions on the advert about what to do next. Make sure you ask someone to read over your application before you send it for spelling mistakes!	

You are also entitled to support when you are looking for jobs in the following ways;

Help with smart clothes

Help with transport costs in your first month of employment

Help with special needs/health issues

Speak to your Personal Advisor if you need any more help with interviews

Useful websites for job hunting;

www.monster.co.uk

www.reed.co.uk

Volunteering;

Volunteering is really good to add to your CV and will give you skills in areas that you might not have experienced before. It is also a really great way to meet new people.

Do you volunteer already? _____

Have you ever considered volunteering? _____

Do you want to find out more about volunteering? _____

Visit www.shropshireyouth.com and type volunteering into the search bar or speak to your personal advisor about how to find out what is available near you.

Useful websites for volunteering;

www.do-it.org

www.volunteering.org

www.wvv.org.uk

Whichever of these options you choose to go for when you leave school, one thing to remember is the importance of work experience. This isn't just about the 2 weeks you did in school, but about having longer term experience from a paid or unpaid job that will mean you learn new skills to set you up for a full time job.

Chapter 5; Having Fun

Having fun is really important and this section will give you the opportunity to think about what you might want to do in your spare time.

For fun, I enjoy to...

I would like to do more of...

I would like to join

_____ when I leave care.

The BeActive Membership allows people who use leisure facilities (swimming pools, sports courts and other facilities) regularly to gain entry at a reduced rate.

You may also be eligible for a further reduction of 50%. To find out more and apply for the scheme, visit <http://www.shropshire.gov.uk/beactive-membership-scheme/> or call 0345 678 9000 and ask about the BeActive Membership scheme.

This is a really good way of keeping healthy and having fun so find out where your nearest leisure centre is and join up today!

Is there anything else that you would like to start doing in your spare time?

Chapter 6; My Money

Budgeting

Whether you've managed to get a job, or are in the process of finding one, it's still really important to budget no matter how much money you have. It's important that you know how much money you have each week and what you need to spend that money on. Below is a table that will help you keep track of your money;

Income	Weekly	Monthly	Yearly
Wage/Salary			
Benefits			
Housing Benefit			
Other			
Total Income			

Outgoings	Weekly	Monthly	Yearly
Rent			
Food			
Travel			
Clothes			
TV License and/ or rental			
Council Tax			
Water Charge			
Electricity			
Gas			
Laundry			
Cleaning Materials			
Toiletries			
Cigarettes			
Credit/HP/Loans			
Total Outgoings			

Total	Weekly	Monthly	Yearly
Income			
Outgoings			
What's left			

One of the most important things that young people, whether leaving care or not, need to learn is to **budget** their cash and know how much they have spare after paying all their bills, buying food and paying for travel costs.

The golden rule for budgeting is to NEVER SPEND MORE THAN YOU HAVE COMING IN. If you do, this might mean you get into debt which will have a knock on effect each month until you have paid off what you owe.

This [booklet](#) by the Share Foundation has lots of useful exercises and tips on how to budget effectively, what to look for in a bank account and much more. Have a go at some of the exercises and see what you learn about budgeting.

Benefits

If you've not managed to find yourself a job before you move out, you'll have to sign on for job seeker's allowance. The first thing to do is to go to the job centre in your local town to let them know that you're currently not in work and need some financial help until you find a job. The job centre can also help you look for jobs.

Heads up - You're not able to claim benefits until you are over 18, even if you're a child leaving care.

If you need any more information, visit www.gov.uk and search for benefits.

Saving

Saving is really important. It's a way of being sure that you've got a back-up if you ever run out of money and a way you can buy those expensive things that you've wanted for ages but just can't afford!

I want to save _____ per month. After 6 months, I will have _____.

Emergency Money

It is also really important to have an amount of money that you don't touch to use for emergencies. When you live independently, there may be times when you get an unexpected large bill or something breaks that you have to fix. Your emergency fund will be really useful when things like this happen.

WARNING!

If you haven't got emergency money, DON'T apply for any kind of payday loan. These loans are very high interest which means when you borrow money, you will end up paying back a large amount more than you borrowed e.g you borrow £100 and end up paying back £300 because the interest rate is 300%.

Make sure you speak to someone like your personal advisor before you borrow money.

Bills

Paying for.... Rent

My rent is _____ and is paid on _____.

Paying for.... Electricity and gas

My electricity bill is _____ per month and is paid on _____.

My gas bill is _____ per month and is paid on _____.

Paying for... Water

My water bill is _____ per month and is paid on _____.

Total spend;

I think I can do a weekly shop and keep to my budget – Y/N

My worker thinks I can do a weekly shop and keep to the budget – Y/N

What I eat

When you move out, you'll have the freedom of making your own meals however it's important that you are aware of what types of food you eat and how good they are for you.

Fill in the boxes below with what you would eat in a typical day. Put a tick in the box against food you think is good for you and a cross in the box if you think it's unhealthy;

Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tea/Dinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Snacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cooking and making meals

It's good to have a few basic meals in your mind before you move out so that you can start to cook for yourself. It's best that you avoid ready meals as not only are they more expensive than cooking it yourself, they are usually high in salt, sugar and other preservatives. The often don't taste that great either!

Write down 3 recipes for meals that you like and include what you need to buy to make them;

Meal 1

The ingredients I need are;

I make it by;

Meal 2

The ingredients I need are;

I make it by;

Meal 3

The ingredients I need are;

I make it by;

Chapter 8; Getting Around

Whether you need to get to work, college or a friends or family's house, you will need to know how to travel on public transport in your local area. Buses, trains and taxis are all useful in getting where you need to be. Write down below what your local services are;

My local bus services are _____ and can get me to these places

I can pick up a bus timetable from _____

My local train station is _____

I can pick up a train timetable from _____

Change - When catching a bus, it is usually best if you have some change with you rather than a note. The driver usually takes notes, but they tend to prefer it if you have change.

You can also look up bus and train timetables online at www.travelinemidlands.co.uk and plan your journey in advance.

If you are out and about and don't have a bus timetable with you, call 08706082608 which can give you information about buses, coaches, trains, ferries, trams, metro and the underground anywhere in the UK.

Chapter 9; The Internet and Social Media

The internet, Facebook, Twitter and all other **social media** sites are really useful and interesting to use if they're used in the right way. Although it may seem harmless, social media sites and the internet can be used to cause harm and this is what we want to avoid.

I use the internet to...

The internet helps me to...

_____ in my daily life.

Why the internet is important

It's really important that you are able to access the internet, either in your own home or in a public place like a library. This is because many services such as benefits only process online now.

Your local library should provide the internet for free. To find out where your local library is speak to your Personal Advisor or Social Worker.

If you want to get the internet in your home, your Personal Advisor or Social Worker will be able to help with this, too. Always remember to ask for help when you don't understand something.

Scenarios - The things to look out for...

These are some examples of what might happen if people use social media in the wrong way;

Lily has been on Facebook a while and chats to her friends, posts pictures and writes statuses. One day she logged on to find she had a friend request from someone she had never heard of and had no mutual friends with. She decided to accept the request and the person began a conversation with her. At first, it was really nice to talk to someone who seemed genuinely interested in what she was up to. She told him about her day, what she'd been doing, even who was getting on her nerves!

After a while, the new friend asked her if she wanted to meet up in person, to have a proper chat and get to know each other. Lily wasn't sure whether to say yes or no, she was scared but also excited because this nice person wanted to meet her.

What would you do in this situation? Talk to your worker and circle which answer you think is right.

- A. Say yes, the person was nice so what difference would it make meeting them in person?
- B. Say no but keep talking to them, hoping that they won't ask again.
- C. Wait to answer and talk to someone you trust who will be able to offer advice and guidance as to what to do.

Cameron was on Bebo when he discovered that someone else had set up a profile in his name, and had posted pictures of him, with rude comments about him. Other people had been on the site and added nasty comments too.

What would you do in this situation? Talk to your worker and circle which answer you think is right.

- A. Forget about it, people will soon lose interest in the page and it will blow over
- B. Even though you're upset, keep it to yourself and hope no one will find out about it
- C. Tell someone you trust about what has happened, and report the page to Bebo and Cyber Mentor, explaining that it is a fake page.

Alex has recently engaged in an online relationship with someone she doesn't know. Everything is going well and they're chatting every day, when her new boyfriend asks for some naked photos. Alex likes this boy a lot, so sends the photos even though she feels a bit uneasy about it. Alex's boyfriend asks her to meet him, saying if she doesn't he will post the photos on Facebook so all her friends can see them.

What would you do in this situation? Talk to your worker and circle which answer you think is right.

- A. Meet the boyfriend otherwise all your friends will see the pictures and you will be humiliated.
- B. Talk to someone you trust, telling them what has happened and asking their advice about what to do next.
- C. Tell the boyfriend no and hope that he doesn't mean it about posting the photos.

Chapter 10; Know your rights and legal issues

When you move on to live independently, it's important that you know what you are entitled to and what you're allowed and not allowed to do in regards to the law.

Here are the facts about what you can and can't do at certain ages;

At age 16, you can.... Watch 15 certificate films, buy a lottery ticket, work full-time if you have left school,

At age 17, you can... No longer be subject to a **care order**, learn to drive.

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At age 18, you can... Legally hold a tenancy, buy and consume alcohol, watch 18 certificate films, buy cigarettes, vote in **local and national elections**, get a tattoo.

What questions do you have about what you can do?

Support Worker answers;

As a young person leaving care, you are entitled to support from your local authority in a number of areas. The National Care Advisory Service (NCAS) website gives information about what you're entitled to and can be found [here](#).

Another useful organisation is Catch 22, a social business connected to NCAS, is also a useful organisation to be aware of as it provides support to care leavers in relation to living independently, school/college, steering clear of crime and substance misuse and a number of other areas, all of which can be found on their website www.catch-22.org.uk.

If you have any questions about what you are entitled to as a care leaver, speak to your Social Worker of Personal Advisor who can help you.

Chapter 11; My New Home

What you're entitled to

Your local authority must listen to your views in relation to the type of accommodation that you want.

You are also entitled to a review after 28 days of being in your new accommodation and at least every 3 months after that. Your Personal Advisor must also visit you in your new accommodation in your first week and at least every 2 months after that.

When you move out, there will be things you want to buy to make it feel like your own home. You are entitled to up to £2,000 'setting up home' or leaving care grant to spend on household items. Your Personal Advisor will go with you to help you decide what you need to buy.

You don't have to buy everything straight away, just the essentials. Then when you get settled in you will know what else you need to buy.

Where will you live?

Have you explored your accommodation options? Yes ___ No ___

Are you happy to stay where you are for the time being? Yes ___ No ___

Do you have an idea where you would like to be living when you're 18 or 19? Yes ___ No ___

Please tick the accommodation options below that you might be interested in. You can tick more than one if you wish;

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Supported lodgings <input type="checkbox"/>	Housing Association <input type="checkbox"/>	Return Home <input type="checkbox"/>
Council Tenancy <input type="checkbox"/>	Private Rented <input type="checkbox"/>	A Foyer <input type="checkbox"/>
A Hostel <input type="checkbox"/>	Stay where I am <input type="checkbox"/>	Other <input type="checkbox"/>

Which areas of the town would you like to live in?

Has anyone spoken to you about the rights and responsibilities of your own tenancy? Yes ___ No ___

What will you need?

(Do some research on how much these items will cost. Don't forget to look at charity shops and www.freecycle.co.uk – a website where you can pick up second hand items for free)

Room	Item	Cost	Bought? (Please tick)
Lounge			
Kitchen			
Bathroom			
Bedroom			

Your tenancy

When you move out of care, you will become a **tenant** of your new property. This just means you're living there and renting the property from the landlord.

This is an example of the first page of a **tenancy agreement**, which will be similar to the one that you receive when you move out. Make sure you read this carefully, and get your Personal Advisor to have a look and explain anything you don't understand.



Shropshire Council Tenancy Agreement

Address of Property:

Postcode:

Tenancy Commencement Date:

Tenancy Type:

Tenant 1 (Name): Tenant 2 (Name):

Persons Normally Resident in the Premises

Name	Sex	D of B	Relationship to tenant

Recommended No of occupants:

Property Rent:

Additional charges:

1: (Heating Charge)

2: (Support Charge)

3: (Service Charge)

Total:

Please read this agreement carefully before accepting the tenancy. When the agreement has been signed, the conditions become binding on you as tenant(s) and us (the Council)

as landlord. You may lose your home if you do not keep to the conditions.

You are entering into a legal contract with us. If you do not understand anything in the agreement, you should contact a member of staff at any local Council office or get advice from a solicitor or the Citizens Advice Shropshire. The words in italics have been put into the agreement to explain things and give you more information.

Signed (Tenant 1).....Signed (Tenant 2)

Signed on Behalf of Shropshire Council

(Name)..... Date..... Job Title.....

What to do if things go wrong;

If there is an occasion where yourself or someone visiting you become seriously ill or injured, you need to call the emergency services on 999. **Only call this number if the illness or injury is life threatening.** If the illness or injury is not life threatening, consider making an appointment at your local doctor's or GP surgery or calling NHS direct on 08454647 to speak to someone.

It's important that you look after your new place, and even if you do this, sometimes things will still break. It is quite easy to bury your head in the sand if you break something or if something goes wrong in your new house, but the quicker you deal with any issues, the easier they are to be sorted out.

Here are some hints and tips on what to do if things break;

Some small things you will be able to fix yourself, such as replacing a light bulb. However, when things break that are a bit more technical like the cooker or boiler, you will need to ring someone qualified to come and fix this.

If you're not sure whether you can fix the breakage, get advice from your Personal Advisor or **floating support**.

Sometimes your landlord or housing provider may have a specific tradesperson or organisation that they use for repairs so it would be best to speak to your landlord or housing provider about who they wish to carry out the work.

Ring your landlord on _____ if something goes wrong with your house that wasn't your fault. Your landlord still has a responsibility to fix things that go wrong with the house due to wear and tear.

If something gets damaged and it is your fault, you will need to pay to get it fixed or this will come out of your deposit when you move out of your accommodation. Ask people you know and trust to suggest a suitable person to carry out the repairs.

Reading your gas/electric meter

SCRUTINY 26 March 2014: APPENDIX A Care Leavers Pathway and Educational Achievement, Attendance and Health Outcomes of Shropshire's Looked After Children 2012-13.

When you move out, you will be paying rent and bills each month. It is important that you understand how to read these so that you can tell your energy provider the gas/electricity readings when you move in. Ask your Personal Advisor to show you where the meters are (they are usually in the cellar or somewhere downstairs). There should be a row of numbers that you can record below;

Gas reading; _____

Electricity reading; _____

Cleaning

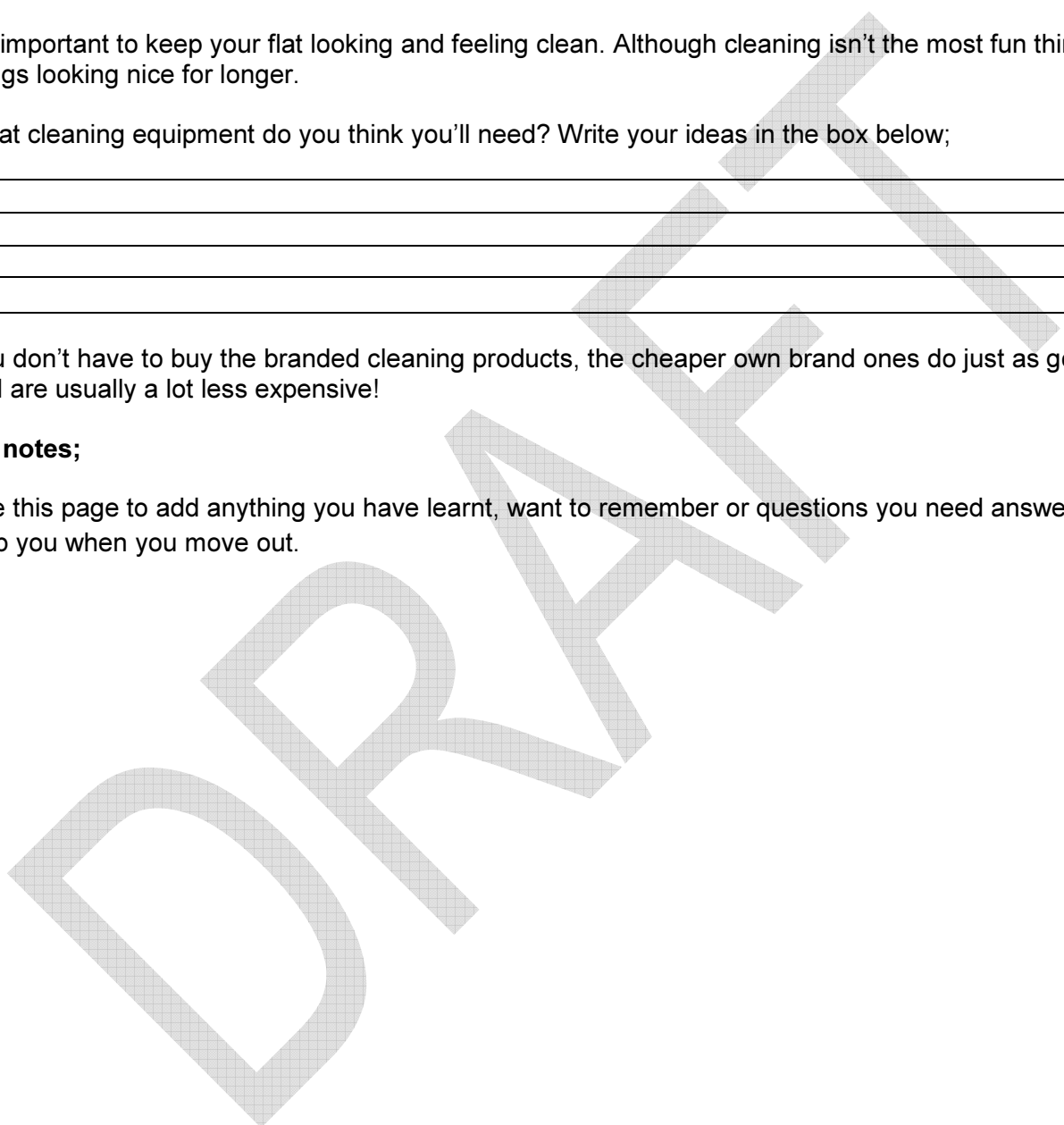
It's important to keep your flat looking and feeling clean. Although cleaning isn't the most fun thing, it keeps things looking nice for longer.

What cleaning equipment do you think you'll need? Write your ideas in the box below;

You don't have to buy the branded cleaning products, the cheaper own brand ones do just as good a job and are usually a lot less expensive!

My notes;

Use this page to add anything you have learnt, want to remember or questions you need answering that will help you when you move out.



Key words

Accommodation – this is another word for flat, apartment or house.

Assured Shorthold Tenancy - This is the most common type of private tenancy agreement. It means that the landlord can take back possession of the property after 6 months. If everything has been ok with your tenancy they may offer you the chance to sign a new agreement for the next 6 months.

Budget – this is an estimated sum of money that you set aside.

Care leaver – a term used for a young person who has lived in care and is at an age where they can legally leave the care of their local authority.

Care order – this gives your local council social services parental responsibility.

Care plan - This is a plan made for an individual young person, which looks at their needs and how to meet them.

Council Tax – an amount of money you pay to the council due to the size of your house. This money goes to fund the services your local council provide.

CV – this stands for Curriculum Vitae which is a short document (1-2 pages) that gives information about you to an employer. It includes your qualifications (or grades), work experience, contact details and your interests and achievements.

Floating Support – This is available for young people in supported lodgings. Floating support are staff employed in the lodgings for young people to call on if they need help with anything.

Landlord – this is a person who rents land, a building or an apartment to a tenant.

Local authority – This is another name for your local council –the organisation that your Social Worker and Personal Advisor work for.

Local and national elections – this is where you get the opportunity to vote in councillors (local) and Members of Parliament (national) who will make decisions about your local area.

Rent - this is an amount of money paid regularly to your landlord for the use of their property.

Social media – sites like Facebook and Twitter used to connect online.

Supported Lodgings - This is a type of accommodation where young people live in a household and receive help and support with learning skills needed for independence. This may be with a single person or family and is available to young people between the ages of 16 and 18.

Tenancy Agreement – This is a legal document which a person receives when they move into accommodation. It sets out the rules and regulations for that accommodations including, how much the rent will be, how often it must be paid, how much notice has to be given when leaving.

Tenant – someone who occupies land/building from a landlord

Utilities – This is a term used to describe the services we need to run a home. For example, gas, electricity and water are utilities.